



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

January 18, 2023 * 5:30 PM

Board Members Present: (In Person), Mike Rourke, Mary Ellen Grigsby, Kent Collard, and John Ritz
(Zoom/Call-in): Josh Brown

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, Annie Barbeau, and Rebekah Wolfenbarger

Other District Staff: (Attended through Zoom) Amelia Fleitz

Other Agency Staff: (Attended through Zoom) None

Guests: None

1.0 **Call to Order:** Meeting called to order at 5:35 PM, by Mike Rourke.

2.0 **Discuss and Approve Agenda**

MSC –Grigsby/Ritz to approve the Agenda.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0

3.0 **Discuss and Approve Meeting Minutes**

3.1 **Discuss and Approve Minutes for December 14, 2022 Regular Meeting**

MSC -Collard/Grigsby to approve Minutes from December 14, 2022 Regular Meeting.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0

4.0 **Financial Reports**

4.1 **Discuss Updated October Monthly Financial Report**

Caldwell stated they are now accruing money for audits through GL code 2100. The October balance sheet showed the truck was paid off with a balance of \$1.



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4.2 Discuss November Monthly Financial Report

Caldwell said this is the first and only look at these financials as she was unavailable last month. It shows an \$11,000 loss for the month with \$6,000 year-to-date. The line of credit has been paid off. There will be adjustments made to the interest and she will make a journal entry to show a balance of \$0.

4.3 Discuss December Monthly Financial Report

Caldwell said a loss of \$73,000 shows. They are still invoicing. There was \$20,000 invoiced since Friday when the financials were produced. They are now at a \$53,000 loss. They will continue to invoice and that number will go down.

4.4 Discuss and Approve List of Warrants for November, 2022

MSC –Grigsby/Collard to approve the list of warrants for November in the amount of \$995,880.98.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0

4.5 Discuss and Approve List of Warrants for December, 2022

MSC –Collard/Grigsby to approve the list of warrants for December, 2022 in the amount of \$446,980.95.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0

4.6 Discuss and Approve 2022-2023 2nd Quarter Budget Revision

Sheen said project 452 went down. Cynthia was just too busy and couldn't get it done. Project 490 has been anticipated for a year it has yet to make it to grants and agreements. It is not an active account yet. There was \$200,000 received from the county for Covid relief funds. They will try for the rest later.

MSC –Grigsby/Collard to approve the 2nd Quarter Budget Revision in the amount of \$5,978,260.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0



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5.0 **Revegetation Program Presentation by Annie Barbeau**

Annie Barbeau Program Manager of the Revegetation department gave a presentation about her department. She provided a PowerPoint presentation on the projects her department had worked on throughout the year and described the locations and types of plantings complete with pictures.

6.0 **Projects Report**

Director Grigsby asked about the Visa application and if we will fly the position again if Daniel Rooplal is not selected. Sheen said yes.

7.0 **NRCS Report**

There was no report.

8.0 **Trinity Collaborative Report**

Sheen reported Rec Committee meeting was last Friday. It was a transition meeting from Pat Frost as the facilitator to Jim Spear. Spear will run the Full TCCG Meeting this Friday. Director Grigsby requested she is added to the TCCG email list.

9.0 **Review of Reordering of Section 4000 of Policy Handbook**

MSC -Collard/Ritz to Approve the reordering of Section 4000 of the Policy Handbook.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0

10.0 **Discuss and Take Action on Policy Revisions**

MSC -Grigsby/Collard to accept the changes to Policy 4100 Duties of the Board Chair; Policy 4105 Duties of the Board Secretary; and 4120 Committees of the Board of Directors.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0

11.0 **Discuss/Take Action on the Adoption of the California Environmental Quality Act Exemption for Little Browns section of Trinity County Hazardous Fuels Reduction Project Phase 2 under Section 15304 Class 4: Minor Alternations to Land**

Sheen explained the report is for CEQA only. It is for the CalFire grant. It will be more extensive than the McConnell. The Director's requested a cheat sheet for the levels of CEQA.



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MSC – Grigsby/Ritz to accept the Environmental Review Report and Notice of Exemption.

Roll Call Vote: Rourke, Aye; Grigsby, Aye; Collard, Aye; Ritz, Aye; Brown, Aye
Ayes: 5, Noes: 0, Absent: 0, Abstain: 0

12.0 Discuss Increased Auditor's Fees

Auditor Ricciardi is proposing a fee increase from \$17,000 (proposed November 2021) to \$28,965 (proposed December 2022). Sheen said it is a two-piece audit. There is a Single Audit and a Federal Audit. The RFP took seven months last time, it was only supposed to be two. Director Rourke said he thought it would cost less as they didn't have to travel. Caldwell said she does not want to have to start all over with another auditor. Director Rourke and Director Grigsby wanted to see if they would honor the original bid. Sheen said he would also check with Fecter the other company that had bid. The Board advised they need an agreement for services with the price listed.

13.0 Public Comment

There were no public comments.

14.0 Board Reports and Correspondence

No Board Reports.

15.0 District Manager's Report

Sheen reported they have the option to take on and manage the Weaverville Farmer's Market. They are just having meetings and exploring different options. They would need a grant to get it started.

The County approved the Covid Relief Funds in the amount of \$200,000. Harris recused herself as she was a Director when the letter was signed requesting the funds. They will draft a new letter asking for the remaining funds. There is a new pot of money, the County received from the Local Assistance and Tribal Consistency Fund.

Sheen received a cold call from the sister of a deceased landowner by the name of Sandra Fleming informing him that a house on 8-acre parcel on Steel bridge Rd was left in a will to the Trinity County Resource Conservation District.

Sheen wanted clarification on writing letters of support. The Board determined Sheen can write letters of support but must inform the board when doing so.



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16.0 Closed Session: Government Code § 54957(b): District Manager Report

MSC -Collard/Grisby to move into Closed Session at 9:22 PM.

Nothing to report.

MSC -Ritz/Grigsby to Move out of Closed Session at 9:42

17.0 Adjourn

Adjourned at 9:42 PM

Approved and adopted the day of February 15, 2023, I, the undersigned, hereby certify that the Minutes January 18, 2023 was duly adopted by the following vote of the Board of Directors.


(Secretary Signature)